



COMDTINST 16114.35
31 JUL 03

COMMANDANT INSTRUCTION 16114.35

Subj: PROSPECTIVE SURFMAN PROGRAM

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)

1. PURPOSE. This Instruction establishes the Prospective Surfman Program (PSP), a system of identification, selection, training, and assignment of surfmen trainees.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants, Chief Counsel, and special staff offices at Headquarters shall comply with this Instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. Personnel Manual, COMDTINST M1000.6(series), will be updated to reflect the provisions of paragraph 10d of this Instruction.
4. BACKGROUND. Coast Guard surfmen are the service's most highly trained boat handlers. They are part of a long tradition of lifesavers, dating back almost 200 years, responsible for some of our service's greatest rescues. Operating rescue boats in surf and heavy breaking seas remains one of the most challenging and dangerous tasks Coast Guard boat crews perform. The surfman qualification process is long (due in part to limited training opportunity) and is extremely demanding. Consequently, since 1999, an average of only fifty percent of surfman duty billets have been filled with qualified personnel. This program is intended to attract, identify and select prospects; and to properly guide, train, and develop surfmen trainees.
5. DISCUSSION. The Prospective Surfman Program (PSP) provides the necessary training for members of any experience level who enter the program to become expert coxswains and achieve qualification as surfmen. After qualification, members are assigned to surf stations as duty surfmen where they operate the Coast Guard's most capable boats in often harsh and unforgiving conditions, leading boat crews in the execution of Coast Guard missions.

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A	1	1	1		1	1	1		1	1		1	1	1	1	1	1		1		1					
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6. **ELIGIBILITY.** The PSP consists of three training levels: (1) entry, (2) intermediate, and (3) advanced. All Boatswain's Mate Third Class (BM3) and Boatswain's Mate Strikers (SNBM) are eligible to enter the PSP at level (1). BM3s are eligible to enter the PSP at level (2), and BM2s and BM1s are eligible to enter the PSP at level (2) or (3) if prerequisites listed in table (1) are met. Members that do not meet the prerequisites may apply as alternates.

	Level 1	Level 2	Level 3
Rank	SNBM or BM3	BM3 or BM2	BM2 or BM1
Qualifications	None required	MLB Coxswain or other coxswain*	MLB Heavy Weather Coxswain
Time remaining on enlistment		2 years	2 years

*Qualified coxswains on any standard boat who apply for the PSP will be alternates to MLB coxswains.

Table 1. PSP Prerequisites

7. **PROCEDURES.** Final surfman qualification can only be completed at a surf station or the National Motor Lifeboat School (NMLBS). All rated BMs assigned to these units are considered to be in the PSP. Procedures for other rated BMs desiring to become surfmen are listed below.
- Members at Surf Stations** - No action necessary. Rated BMs not wishing to qualify as surfmen should immediately advise their Commanding Officer/Officer in Charge (CO/OINC), modify their e-resume, and will be subject to transfer.
 - Members at Non-Surf Motor Lifeboat (MLB) Stations** - Members should notify their CO/OINC, apply for the PSP using the procedures in paragraph 8 below, and begin working on PSP objectives listed in table 4 as they are able.
 - Members at Non-MLB Stations** - Members should notify their CO/OINC, apply for the PSP using the procedures in paragraph 8 below, and begin working on PSP objectives listed in table 4 as they are able. Members should qualify as coxswain on all unit boats.
8. **APPLICATION AND SELECTION.**
- Application Procedures:** To apply for the PSP, members must complete a Direct Access e-resume. On the e-resume, members must:
 - State their desire to become a surfman.
 - Indicate PSP level training completed or in progress.
 - Obtain a command endorsement.
 - Request assignment to NMLBS or a surf station listed in Table 2 below.

Dist	Station	State	Dist	Station	State
D1	Merrimack River	MA	D13	Quillayute River	WA
	Chatham	MA		Grays Harbor	WA
D5	Barnegat Light	NJ		Cape Disappointment	WA
	Oregon Inlet	NC		Tillamook Bay	OR
	Hatteras Inlet	NC		Depoe Bay	OR
D11	Humboldt Bay	CA		Yaquina Bay	OR
	Noyo River	CA		Siuslaw River	OR
	Bodega Bay	CA		Umpqua River	OR
	Golden Gate	CA		Coos Bay	OR
	Morro Bay	CA		Chetco River	OR

Table 2. Coast Guard Surf Stations

- b. Command Screening. Command recommendation is the primary method to screen potential prospective surfman. At a minimum, commands should assess the following characteristics when preparing a Direct Access endorsement:
- (1) Eligibility. Does the member meet all requirements to enter the program?
 - (2) Desire / motivation. Does the member possess the drive to persevere through a long and difficult qualification process?
 - (3) Performance. Has member been proactive in performance of duties and in pursuing qualifications and advancement?
 - (4) Judgment. Has the member exercised good judgment and decision-making ability? Has the member shown sufficient maturity?
- c. Notice of Selection. Non-surfman BM rated members that receive assignment to a surf station or NMLBS based upon their request are enrolled in the PSP. A notation to that effect will be made in the member's orders.

9. PROGRAM COMPLETION AND EXITS.

- a. Program Completion. Upon qualification as surfmen, members begin a 4 year assignment at their current unit as duty surfmen. If no billets are available at their current unit, members may be transferred to another surf unit.
- b. Follow-on Assignments. Follow-on assignments for surfmen include command cadre positions at boat stations and NMLBS instructor. Surfmen will also have opportunities for non-surf billets. Some recommended career paths for surfmen are listed below:

Prospective Surfman Program			
PSP Level 1 (BM3/SNBM)			
PSP Level 2 (BM3/BM2)			
PSP Level 3 (BM2/BM1)			
Surfman Career Path 1		Surfman Career Path 2	
Surfman (Duty)	BM2/BM1	Surfman (Duty)	BM2/BM1
Non-surf Billet	BM1/BMC	Surfman (OPS/Training)	BM1/BMC
Surfman (OPS/Training)	BMC	Non-surf Billet	BMC/W2
Non-surf Billet or Surfman(XPO/OINC)	BMC/BMCS/W2	Surfman (XPO or OINC)	BMC/BMCS
Surfman (OINC)	BMCS/BMCM/W3	Surfman (OINC)	BMCS/BMCM/W3

Table 3. Recommended Surfman Career Paths

- c. Withdrawal or Removal from PSP. Members that withdraw or are dismissed from the PSP will be reassigned when replacements are identified and will be restricted from future assignment to surf stations.
- (1) Withdrawal. Members may withdraw from the PSP during levels (1) or (2) by notifying their CO/OINC and completing a new Direct Access e-resume.
 - (2) Removal. Members may be removed from the PSP by their CO/OINC. Reasons for removal include but are not limited to the following:
 - (a) Failure to progress towards qualification. PSP levels should be completed within or reasonably near the times limits listed in table 4.
 - (b) UCMJ violation or other misconduct.

	Level 1: Entry Level	Level 2: Intermediate	Level 3: Advanced
Training	MLB Basic Coxswain or Coxswain "C" School (required)	MLB Heavy Weather Coxswain School (required)	MLB Surfman School
Objectives	(1) Complete Communications Watchstander PQS (2) Complete Boat Crew PQS (3) Complete MLB Coxswain PQS	Complete MLB Heavy Weather Coxswain PQS	Complete Surfman PQS
Goal	Qualify as a 47' MLB Coxswain	Qualify as a MLB Heavy Weather Coxswain	Qualify as Surfman.
Time to complete level	2 yrs	1 yr	1 yr

Table 4. Goals and Objectives

- d. Resignation of surfman qualification. Qualified surfmen that wish to resign from the surfman program must make a request in writing to CGPC-EPM via their CO/OINC and copy

Commandant (G-OCS-1). If approved, members lose credit for prior service as surfmen towards advancement, and must complete all requirements for advancement.

- e. Reinstatement of surfman qualification. Members that have resigned from the surfman program may attempt to reenter the program no earlier than one year after the date that surfman designation was removed. Members must requalify as surfmen, do not receive credit for prior service as surfmen towards advancement, and must complete all requirements for advancement.

10. REWARDS AND INCENTIVES.

- a. Register of Surfmen. Members that certify as surfmen are added to the United States Coast Guard Register of Surfmen, maintained at the NMLBS.
- b. Surfman Insignia. Members who have earned a surfman qualification code are entitled to wear the surfman insignia in accordance with reference (a).
- c. Special Duty Assignment Pay (SDAP). Certified surfmen in surfmen billets who routinely serve in the unit's rotational watch schedule or serve in surfman instructor billets at NMLBS, are normally entitled to receive SDAP in accordance with 37 USC 307. SDAP eligibility and payment level is determined annually by a review board and published in an ALCOAST.
- d. Requirements for Advancement.
 - (1) Advancement to BMC. In accordance with reference (a), surfmen who have satisfactorily served for 12 months as a certified surfman at a designated surf station are considered to have permanently met the sea duty requirement for advancement to BMC.
 - (2) Advancement to BMCS. In accordance with reference (a), to participate in the BMCS examination, the member must currently be certified as qualified to command afloat and ashore by the Officer in Charge Review Board, or be a certified surfman serving in a surfman billet and certified as qualified to command ashore by the Officer in Charge Review Board. E-7 surfmen not in a surfmen billet must complete all applicable Enlisted Performance Qualifications (EPQ) for advancement to BMCS.
 - (3) Advancement to BMCM. In accordance with reference (a), to participate in the BMCM servicewide examination, the member must currently be qualified to command afloat and ashore by the Officer in Charge Review Board, or be a career surfman certified as qualified to command ashore by the Officer in Charge Review Board. Members that certify as surfmen at more than one unit and accumulate 10 years as certified surfmen in surfmen billets are considered career surfmen.
 - (4) Enlisted Performance Qualifications. In the event that needs of the service or frequent surf assignments prevent the opportunity to perform Boatswain's Mate Performance Qualification 8.01: Perform as a certified Deck Watch Officer on a cutter, a qualified surfmen in surfmen billet may request a waiver in writing to the Boatswain's Mate Force

Manager to be eligible for servicewide examinations. Waivers will be granted solely at the discretion of the Force Manager.

e. Assignment Priority

- (1) Back-to-back tours. In accordance with reference (a), certified surfmen will receive an assignment priority of '3' after successfully completing 2 consecutive tours at surf stations.
- (2) Station Quillayute River. In accordance with reference (a), all members serving full tours at this surf station will receive an assignment priority of 3 for their next assignment due to the semi-isolated location of this station.

11. ENVIRONMENTAL CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.

12. FORMS AVAILABILITY. None

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